



your resource for Affordable Housing



**Lottery Information Package
150 Parker Street
Maynard, MA**

150 Parker Street in Maynard is a new 10-unit development consisting of three and four bedroom single family homes. One four-bedroom home is available, by lottery, to an eligible first-time homebuyer. This home includes 2.5 bathrooms and a 2-car garage in 1,992 sq. ft. of living space.

The sales price is \$348,200. The 2021 tax rate is \$20.15/per thousand. Town water and sewer. Heat – Propane. Central air is not included. There is no monthly fee. You are responsible for homeowners insurance and all repairs and maintenance.

Applicants will not be discriminated against on the basis of race, color, national origin, disability, age, ancestry, children, familial status, genetic information, marital status, public assistance reciprocity, religion, sex, sexual orientation, gender identity, veteran/military status, or any other basis prohibited by law.

KEY DATES:

Public Information Meeting via Zoom

6:30 p.m., Wednesday, January 5, 2022

Go to Zoom.com and provide the following, when asked:

Meeting ID: 895 0725 3905

Passcode: 794559

Application Deadline

January 31, 2022

Lottery via Zoom

3:00 p.m., Friday, February 18, 2022

Go to Zoom.com and provide the following, when asked:

Meeting ID: 852 7555 2144

Passcode: 113477

Translation Services are available, upon request.

Please review this information packet in detail. To be included in the lottery you must complete and submit the Application Package which includes the submission of a Mortgage pre-approval letter and the related **MANDATORY** Financial Documentation. If any of the required items are not supplied with your Application by the Application Deadline you will **NOT** be included in the Lottery. You will be notified by email or letter that you will not be included in the lottery and the missing documents after the application deadline.



Complete applications can be emailed to lotteryinfo@mcohousingservices.com OR mailed to:
MCO Housing Services, LLC, P.O. Box 372, Harvard, MA 01451 or faxed to: 978-456-8986.

If you have questions please contact MCO Housing Services, LLC at 978-456-8388 or
email us at lotteryinfo@mcohousingservices.com.



This is an important document. Please contact [AGENCY NAME] at [PHONE #] for free language assistance.

Este documento es muy importante. Favor de comunicarse con el MCO Housing en 978-456-8388 para ayuda gratis con el idioma. (Spanish)

Este é um documento importante. Entre em contato com o MCO Housing Serv no número 978-456-8388 para obter assistência gratuita com o idioma. (Portuguese)

Dokiman sila a enpòtan. Tanpri kontakte MCO Housing la nan 978-456-8388 pou asistans gratis nan lang. (Haitian Creole)

此文件為重要文件。如果您需要免費的語言翻譯幫助，請聯絡 MCO Housing 聯絡方式：978-456-8388。(Chinese, Traditional)

此文件为重要文件。如果您需要免费的语言翻译帮助，请联络 MCO Housing 联络方式：978-456-8388。(Chinese, Simplified)

Это весьма важный документ. Свяжитесь с сотрудником MCO Housing на предмет оказания бесплатной помощи по переводу на иностранный язык (978-456-8388). (Russian)
(Phone #)

នេះគឺជាឯកសារសំខាន់។ សូមទំនាក់ទំនង MCO Housing តាមរយៈ 978-456-8388 ដើម្បីទទួលបានជំនួយផ្នែកភាសាដោយឥតគិតថ្លៃ។ [Mon-Khmer, Cambodian]

Đây là một tài liệu quan trọng. Vui lòng liên hệ MCO Housing tại 978-456-8388 để được hỗ trợ ngôn ngữ miễn phí. (Vietnamese)

Kani waa dukumentiyiyo muhiim ah. Fadlan MCO Housing kala soo xiriir 978-456-8388 si aad u hesho gargaar xagga luqadda oo bilaash ah. (Somali)

هذه وثيقة مهمة. يرجى الاتصال بـ MCO Housing بـ 978-456-8388 للمساعدة اللغوية المجانية. (Arabic)
[Agency Name] [Phone #]

Ce document est très important. Veuillez contacter le MCO Housing au 978-456-8388 afin d'obtenir une assistance linguistique gratuite. (French)

Il presente è un documento importante. Si prega di contattare il MCO Housing al 978-456-8388 per avere assistenza gratuita per la traduzione. (Italian)



LOTTERY APPLICANT REQUIREMENTS & QUALIFICATIONS

1. Household income cannot exceed these maximum allowable gross income limits, per household size.

| Household Size | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
|--------------------------------|----------|----------|----------|-----------|-----------|-----------|-----------|-----------|
| Max Allowable Household Income | \$70,750 | \$80,850 | \$90,950 | \$101,050 | \$109,150 | \$117,250 | \$125,350 | \$133,400 |

*(Income limits subject to change based on HUD guidelines & updates)
All Adults over the age of 18 must provide all income and asset information*

2. Household must be a “First-time Homebuyer” - this is defined as not having owned a residential property for at least three years, including homes in a trust. *The following exceptions apply:*

- a. “Displaced homemakers”. Defined as an adult who has not worked full-time, full-year in the labor force for a number of years but has, during such years, worked primarily without remuneration to care for the home and family. While a homemaker, they owned a home with his or her partner or resided in a home owned by the partner;
- b. “Single parent”. An individual who owned a home with his or her partner or resided in a home owned by the partner and is now a single parent (is unmarried or legally separated from a spouse and has custody or joint custody of one or more children, or is pregnant);
- c. Households where at least one household member is 55 or over;
- d. Households that owned a principal residence not permanently affixed to a permanent foundation in accordance with applicable regulations; and
- e. Households that owned a property that was not in compliance with state, local or model building codes and cannot be brought into compliance for less than the cost of construction a permanent structure.

A home owned by one of the above exceptions must be sold prior to closing on an affordable home.

3. Total household assets cannot exceed \$75,000.

- a. Liquid retirement assets are counted.
- b. Individual retirement, 401K and Keogh accounts are included at 100% of the account value.
- c. The value of Retirement and Pension Funds differ if you are employed or are no longer working. If still employed the value is determined using the amount you can withdraw less any penalties or transaction costs. At retirement, termination of employment or withdrawal periodic receipts from pension and retirement funds are counted as income. Lump sum receipts are counted as assets.
- d. Assets divested for less than their fair market value within the last two years will be counted at their full Fair Market Value to determine eligibility.

Detailed Income and Asset Guidelines are available online at
www.mcohousingervices.com/doc-library.htm

4. A MORTGAGE PRE-APPROVAL LETTER from a bank experienced with deed-restricted properties, IS REQUIRED TO PARTICIPATE IN THE LOTTERY (see www.mcohousingervices.com/financing.htm)



- a. The Affordable home must be principal residence of the owners and cannot be rented or leased.
- b. Additional important mortgage guidelines are as follows:
 - (1) Must secure a 30 year fixed rate mortgage.
 - (2) The loan must have a current fair market interest rate (No more than 2% (200 basis points) above the current MassHousing Rate.)
 - (3) The buyer must provide a down payment of at least 3%, 1.5% of the purchase price must come from the buyer's own funds.
 - (4) The loan can have no more than 2 points.
 - (5) The sales price of the unit is set by DHCD to be affordable to an income-eligible household paying no more than 30% of their monthly income for housing costs. Generally, the buyer may not pay more than 38% of their monthly income for housing costs.
 - (6) Non-household members are not permitted to be co-signers on the mortgage.
 - (7) FHA and VA loans will not be accepted as they will not close on deed restricted properties.
- c. It is recommended applicants consider the One Mortgage Program through Massachusetts Housing Partnership (mhp.net) or a MassHousing loan for their financing.

5. There are preferences based upon Household size.

Preference will be given to households that require four bedrooms over households requiring one, two or three bedrooms.

Unit preferences are based on the following:

- a. There is a least one occupant per bedroom.
- b. A husband and wife, or those in a similar living arrangement, shall be required to share a bedroom. Other household members may share but shall not be required to share a bedroom.
- c. A person described in (b) shall not be required to share a bedroom if a consequence of sharing would be a severe adverse impact on his or her mental or physical health and reliable medical documentation is provided substantiating the adverse impact.
- d. A household may count an unborn child as a household member. The household must submit proof of pregnancy with the application.
- e. If the applicant is in the process of a divorce or separation, the applicant must provide proof that the divorce or separation has begun or has been finalized, as set forth in the application.

Persons with disabilities are entitled to request a reasonable accommodation of rules, policies, practices, or services or to request a reasonable modification of the housing, when such accommodations or modifications are necessary to afford the person(s) with disabilities equal opportunity to use and enjoy the housing. All requests must be made a time of application and provide the necessary documentation, i.e. doctors letter.

6. There are Deed Restrictions which control the future sale price and sales process of the homes to ensure they ALWAYS stay affordable.

Deed restrictions are used to ensure the homes are affordable for future buyers. If you are selected and have the opportunity to purchase, at closing you will sign a deed rider which requires you to live in the home,



ensures affordability in perpetuity for future buyers and requires prior approval from the Town and DHCD for capital improvements & refinancing.

If/when you choose to sell your affordable home you will need to notify the Town and the Monitoring Agent/DHCD and they will determine the allowable sales price and outline the sales process you must adhere to. The maximum resale price is determined by DCHD using a Resale Price Multiplier, a figure calculated by taking your initial sales price and dividing it by the area median income. Upon resale, the Resale Price Multiplier is multiplied by the updated area median income number to determine the maximum resale price.

For example, if the initial price is \$348,200 and the current area median income is \$120,800, the Resale Price Multiplier would be $\$348,200/\$120,800 = 2.88$. For example, if you decide to sell in 2024 and the median income at that time is \$125,000, the sale price would work out to be $\$125,000 \times 2.88$ multiplier = \$360,000.

Added to your sale price is a 2% resale fee that will be paid to the resale agent.

All selected applicants are urged to review the deed rider with their own attorney. A copy of the deed rider can be found in the DOCUMENTS section at www.mcohousingervices.com/doc-library.htm.

9. The minimum income required to purchase is based upon an applicant's ability to secure a mortgage.

A "Sample Affordability Analysis" is shown below based upon current interest rates, anticipated real estate taxes and related housing expenses.



SAMPLE AFFORDABILITY ANALYSIS

| | |
|-------------------------------|--------------------|
| Home Price | \$ 348,200.00 |
| Interest Rate | 3.11% |
| Down Payment (%) | 5% |
| Down Payment (\$) | \$ 17,410.00 |
| Mortgage Amount | \$ 330,790.00 |
| Monthly Expenses | |
| Principal & Interest | \$ 1,414.00 |
| Real Estate Taxes | 585.00 |
| Private Mortgage Insurance | 215.00 |
| Hazard Insurance | 174.00 |
| Monthly Condo Fee | 0.00 |
| TOTAL Monthly Expenses | \$ 2,388.00 |

NOTES:

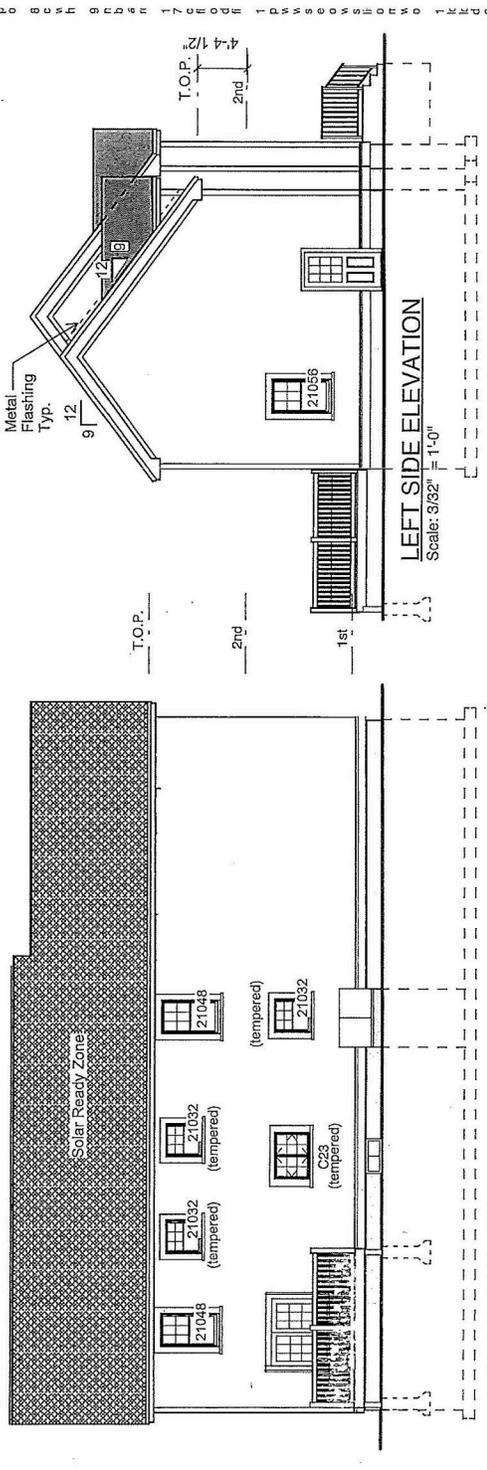
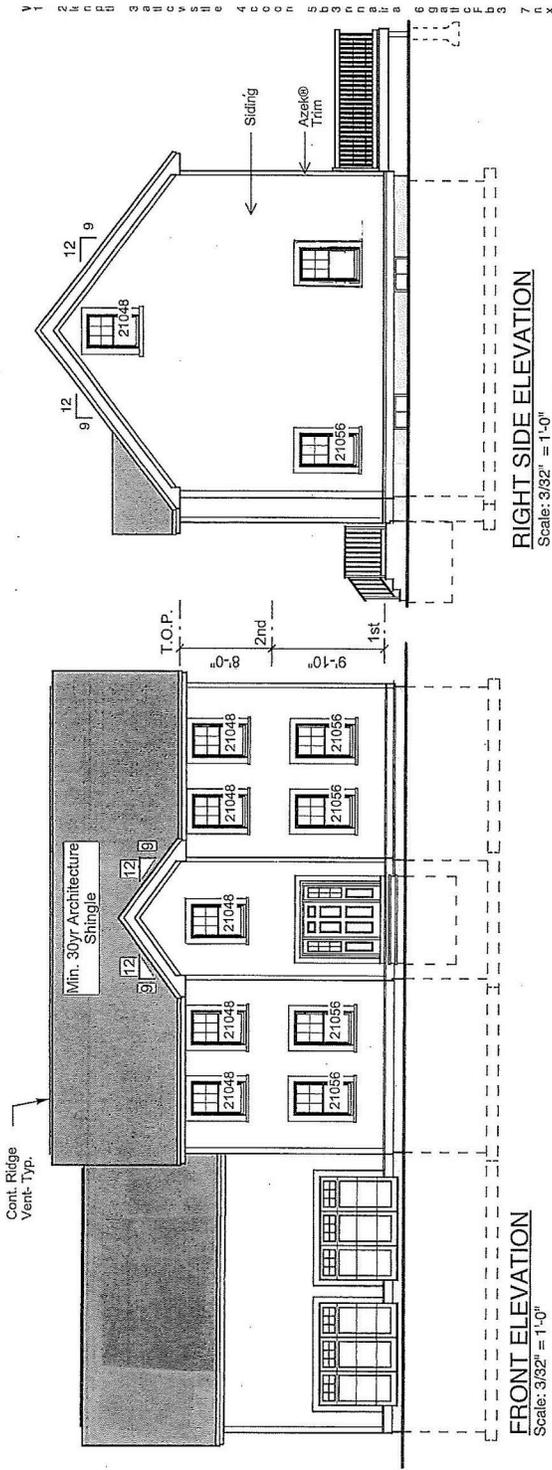
ALL values are estimates and are subject to change.

Maynard 2021 Residential Tax Rate = \$20.15 per thousand

UNIT AVAILABILITY & DISTRIBUTION

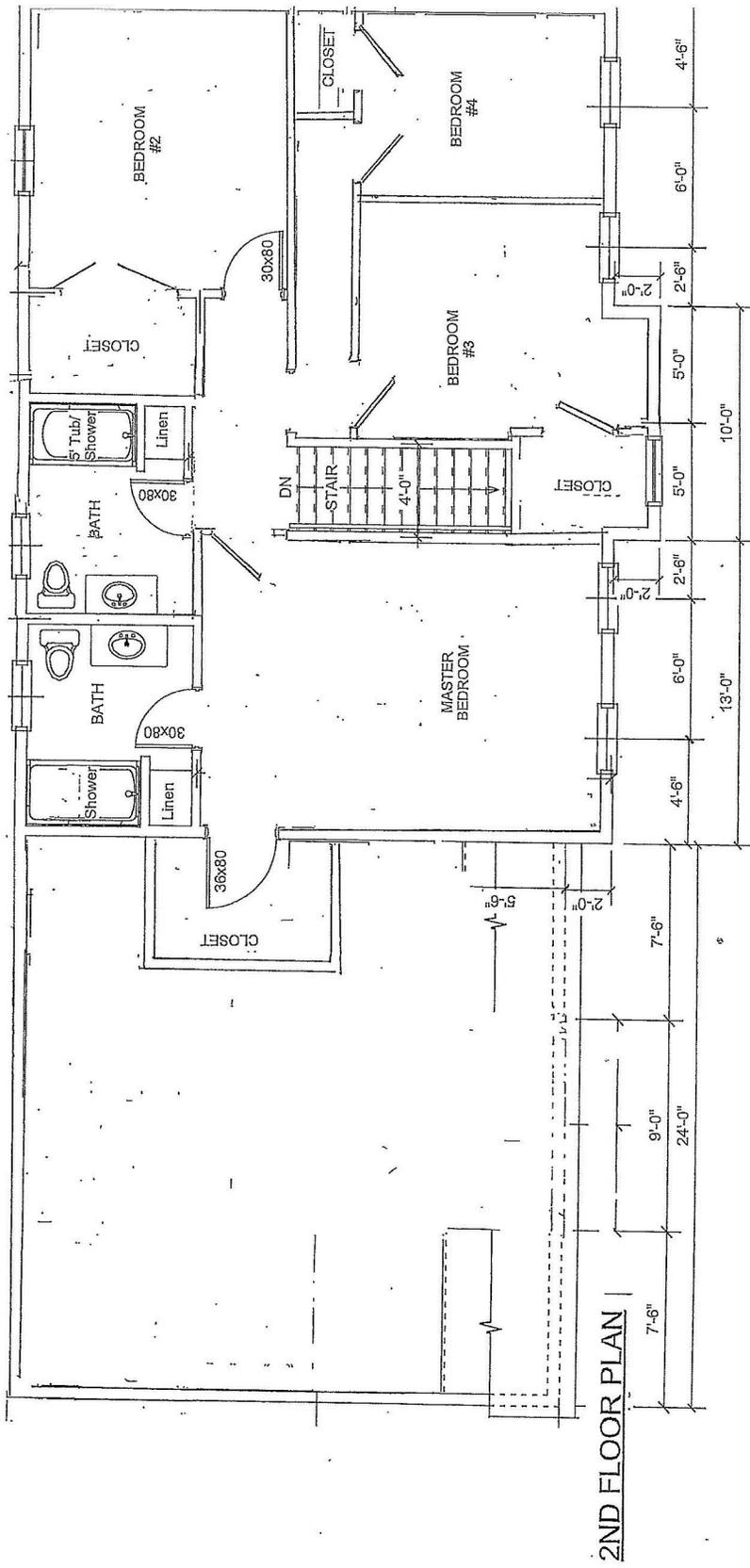
| Lot # | Estimated Availability |
|--------------|-------------------------------|
| 4 | Immediate occupancy |





- PVC TRIM NOTES:**
1. PVC trim, shall be Azek® or approved equal, and installed in accordance with the latest manufacturer's written specifications.
 2. Fasteners shall be stainless steel or hot dipped galvanized and long enough to penetrate the substrate a minimum of 1 1/4", and designed for wood trim or wood siding. The fasteners shall have a thinner shank, blunt point, and flat round head.
 3. If using pneumatic tools, use a fastener with a full round head and set the pressure so the fastener goes just beneath the surface of the shingles, braces, and wire nails should never be used. These products have shanks that are too small in diameter to control the thermal expansion and contraction properties of AZEK TRIM.
 4. Fill all nail holes. Use polyurethane or acrylic based caulk or exterior spackle. Do not use Silicone based caulk.
 5. If painting PVC Trim, nail holes shall be filled with acrylic Bondo. Use only the following products: Dapcon's Trimborder, Extreme Adhesives' Bond and Fill, Acrylic Caulk, Polyurethane Caulk, Auto Body Bondo, Vinyl Spackle, and or plastic wood fillers.
 6. Never use PVC products as structural elements.

150 Parker Street
 Maynard, MA



2ND FLOOR PLAN

150 Parker St.



LOTTERY PROCESS

Please be advised the program and its requirements are subject to changes in local, state or federal regulations. The financial evaluation requirements are established by state and federal agencies. The financial review associated with the Lottery Process can be a lengthy and sometimes complicated process. We appreciate your participation and patience in advance when dealing with the required detailed financial review.

Lottery Pools

All approved applications in the lottery will be assigned a Lottery Code. There will be one pool of applicants - Open Pool. All qualified applicants provided a Lottery Code will be selected at the time of the lottery. This order of selection will establish the initial rankings for the distribution of the affordable home.

The home will then be allocated to applicants based upon household size requirements and lottery ranking. The home will be offered to the highest ranked applicant needing the appropriate bedroom size first. If we are unable to fill the home with the appropriate bedroom size we will then begin offering the home smaller households, i.e. three, two then one bedroom households to fill the home.

Time Frames

If you are selected in the lottery and have the opportunity to purchase a home, you will speak with or meet with a Lottery Agent representative to review your application and financial submissions to verify all provided information. Please be advised it is likely additional financial information will be required and verified prior to home selection. Lastly, ALL selected applicants' financial documents will be verified prior to selecting a specific home (if this is delayed from lottery time frame) are verified again prior to closing on the home. If you are determined ineligible at that time you will not be able to purchase.

Acceptance of Home

If you choose not to purchase the "offered" home at the property, you will go to the bottom of the list and will likely NOT have another opportunity at that property.



PLEASE READ THE FOLLOWING CAREFULLY

- 1. More than 50% of applications submitted to MCO Housing Services are incomplete. Please take the time to read the application and submit all required documentation. It is your responsibility to provide the correct documentation. If you have questions call or email.**
- 2. Income and assets are required for all household members 18 or older.**
- 3. DO NOT ASSUME. If you are not sure whether to provide a document or not. Call MCO.**
- 4. Pay attention to the NOTES in the Required Financial Documents pages. It can make the difference between a complete and incomplete application.**
- 5. If you are unable to provide specific information, then submit a note with your application explaining the circumstances. This will not guarantee but depending on the circumstances, we may be able to work with you.**
- 6. You must provide all asset statements, i.e. 401K or other retirement accounts from past and present jobs, Robinhood or other online investment accounts no matter what the current balance is.**
- 7. Do not take photos with your cell-phone of any documentation and email it to us. The photos are not legible and we will not accept them.**
- 8. You can fax your information, but it is not recommended. If all pages are not received your application would be considered incomplete.**



150 PARKER STREET

For Office Use Only:

Date Appl. Rcvd: _____

Household Size: _____

Lottery Code: _____

LOTTERY APPLICATION

APPLICATION DEADLINE: January 31, 2022

PERSONAL INFORMATION:

Date: _____

Name: _____

Address: _____ Town: _____ Zip: _____

Home Tele: _____ Work: _____ CELL: _____

Email: _____

Have you or any member of your household ever owned a home? _____ If so, when did you sell it? _____

of Household Members _____

Household Composition: List ALL that will be living in the home.

Name _____ Relationship _____ Age _____

FINANCIAL WORKSHEET: (Include all Household Income which includes gross wages, retirement income (if drawing on it for income), business income, veterans benefits, alimony/child support, unemployment compensation, social security, pension/disability income, supplement second income and dividend income See list of Required Financial Documentation on page 10.)

Borrowers Monthly Base Income (Gross) _____

Other Income _____

Co-Borrowers Monthly Base Income (Gross) _____

Other Income _____

TOTAL MONTHLY INCOME: _____



Household Assets: (This is a partial list of required assets. A complete list will be provided should you have an opportunity to purchase. Complete all that apply with current account balances)

Checking (avg balance for 3 months) _____
 Savings _____
 Stocks, Bonds, Treasury Bills, CD or
 Money Market Accounts and Mutual Funds _____
 Individual Retirement, 401(k) and Keogh accounts _____
 Retirement or Pension Funds _____
 Revocable trusts _____
 Equity in rental property or other capital investments _____
 Cash value of whole life or universal life insurance policies _____
 Downpayment Gift _____

TOTAL ASSETS _____

EMPLOYMENT STATUS: (include for all working household members. Attach separate sheet, if necessary.)

Employer: _____
 Street Address: _____
 Town/State/Zip: _____
 Date of Hire (Approximate): _____
 Annual Wage - Base: _____
 Additional: _____ (Bonus, Commission, Overtime, etc.)

ABOUT YOUR FAMILY: OPTIONAL

You are requested to fill out the following section in order to assist us in fulfilling affirmative action requirements. Please be advised that you should fill this out based upon family members that will be living in the home. Please check the appropriate categories:

| | Applicant | Co-Applicant | (#) of Dependents |
|------------------------------------|-----------|--------------|-------------------|
| Black or African American | _____ | _____ | _____ |
| Asian | _____ | _____ | _____ |
| Hispanic/Latino | _____ | _____ | _____ |
| Native Hawaiian / Pacific Islander | _____ | _____ | _____ |
| Native American or Alaskan Native | _____ | _____ | _____ |
| Other, Not White | _____ | _____ | _____ |

ADDITIONAL INFORMATION:

Please be advised that the income to be used should include income for all members of the household that are to be residing in the home. Applicants will be responsible for all closing costs associated with the purchase of a home. The down payment must be a minimum of 3%, ½ of which must come from the buyer’s own funds, based upon standard underwriting procedures. Some of this may be in the form of a gift depending on the lending institution.

SIGNATURES:

The undersign warrants and represents that all statements herein are true. Income and assets must be verified and a pre-approval letter from a bank submitted before entry into lottery to have an opportunity to purchase the affordable home at 150 Parker Street in Maynard, MA. I (we) understand if selected all information provided shall be verified for accuracy at the time of bank application prior to closing.

Signature _____ Date: _____
 Applicant

Signature _____ Date: _____
 Co-Applicant



Affidavit & Disclosure Form

I/We understand and agree to the following conditions and guidelines regarding the distribution of the affordable home at 150 Parker Street in Maynard, MA.

1. The annual household income for my family does not exceed the allowable limits as follows:

| Household Size | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
|----------------------|----------|----------|----------|-----------|-----------|-----------|-----------|-----------|
| Max Allowable Income | \$70,750 | \$80,850 | \$90,950 | \$101,050 | \$109,150 | \$117,250 | \$125,350 | \$133,400 |

Income from all family members must be included.

2. I/We have not individually or jointly owned a single family home, town home, condominium or co-op within the past three (3) years, including homes in a trust. We understand the exceptions that apply.
3. I/We certify that my/our total household assets do not exceed the \$75,000 asset limit and understand additional asset guidelines will be provided if we have an opportunity to purchase. Assets divested at less than full market value within the last 2 years will be counted a full market value when determining eligibility.
4. The household size listed on the application form includes only and all the people that will be living in the residence.
5. I/We certify all data supplied on the application is true and accurate to the best of my/our knowledge and belief under full penalty of perjury. I/We understand that providing false information will result in disqualification from further consideration.
6. I/We understand that by being selected in the lottery does not guarantee that I/we will be able to purchase a home. I/We understand that all application data will be verified, and additional financial information may be required, verified and reviewed in detail prior to purchasing a home.
7. I/We understand that it is my/our obligation to secure the necessary mortgage pre-approval for the home purchase through a bank experienced with deed-restricted housing. I/We understand all expenses, including closing costs and down payments, are my responsibility.
8. I/We further authorize MCO Housing Services to verify any and all income, assets and other financial information, to verify any and all household, resident location and workplace information and directs any employer, landlord or financial institution to release any information to MCO Housing Services and consequently the project's monitoring agency, for the purpose of determining income eligibility.
9. I/We understand that if selected I/we will be offered a specific home. I/We will have the option to accept the available home, or to reject the available home. If I/we reject the available home I/we will move to the bottom of the waiting list and will likely not have another opportunity to purchase an affordable home.
10. Program requirements are established by the Dept of Housing and Community Development (DHCD), MassHousing and the Town of Maynard. I/We agree to be bound by whatever program changes that may be imposed at any time throughout the process. If any program conflicts arise, I/we agree that any determination made by the Monitoring Agent is final.
11. Affordable units may not be purchased by individuals who have a financial interest* in the development or to a Related Party,** or to their families. I/we certify that no member of our household has a financial interest in this Project, is a Related Party, or is a family member of someone who has a financial interest or is a Related Party.



***“Financial interest”** means anything that has a monetary value, the amount of which is or will be determined by the outcome of the Project, including but not limited to ownership and equity interests in the Developer or in the subject real estate, and contingent or percentage fee arrangements; but shall not include third party vendors and contractors.

****Related Party means:**

1. any person that, directly or indirectly, through one or more intermediaries, controls or is controlled by or is under common control with the Developer, as well as any spouse of such person or “significant other” cohabiting with such person, and any parent, grandparent, sibling, child or grandchild (natural, step, half or in-law) of such person;
2. any person that is an officer of, member in, or trustee of, or serves in a similar capacity with respect to the Developer or of which the Developer is an officer, member, or trustee, or with respect to which the Developer serves in a similar capacity, as well as any spouse of such person or “significant other” cohabiting with such person, and any parent, grandparent, sibling, child or grandchild (natural, step, half or in-law) of such person;
3. any person that, directly or indirectly, is the beneficial owner of, or controls, 10% or more of any class of equity securities of, or otherwise has a substantial beneficial interest (10% or more) in, the Developer, or of which the Developer is directly or indirectly the owner of 10% or more of any class of equity securities, or in which the Developer has a substantial beneficial interest (10% or more) , as well as any spouse of such person or “significant other” cohabiting with such person, and any parent, grandparent, sibling, child or grandchild (natural, step, half or in-law) of such person;
4. any employee of the Developer; and
5. any spouse, parent, grandparent, sibling, child or grandchild (natural, step, half or inlaw) of an employee of the Developer or “significant other” cohabiting with an employee of the Developer.

12. I/We understand there may be differences between the market and affordable units and accept those differences.

13. I/We understand these are deed restricted units and acknowledge that it is recommended we consult an attorney.

I/We have completed an application and have reviewed and understand the process that will be utilized to distribute the available home at 150 Parker Street in Maynard, MA. I/We believe we are qualified based upon the program guidelines and agree to comply with applicable regulations.

Applicant

Co-Applicant

Date:



**Required Financial Documentation Form
TO BE RETURNED WITH APPLICATION**

Provide one copy of all applicable information. Complete financial documentation and a mortgage pre-approval is required and must be sent with your application to participate in the lottery. Incomplete applications will not be included in the lottery and the applicant will be notified after the application deadline. If you have any questions on what to provide it is YOUR responsibility to ask prior to application submission.

Initial each that are applicable and provide the documents. Return this sheet with your application.

1. _____ Mortgage Pre-approval – FHA, VA and Quicken loans are not accepted.
2. _____ If you require a reasonable accommodation you must request at time of application and provide any supporting documentation, if needed, i.e. letter from doctor, at the same time.
3. _____ The most recent last five (5) **consecutive** pay stubs for all jobs (check/direct deposit stubs). For unemployment, copies of unemployment checks or DOR verification stating benefits received. Same for disability compensation, worker’s compensation and/or severance pay.
 - **NOTE:** If you have obtained a new job within the last 12 months you must provide a copy of the Employment Offer Letter.
 - **NOTE:** If you are no longer working for an employer you worked for in the last 12 months, you must provide a letter from the employer with your separation date.
 - **NOTE:** You need to provide 5 pay stubs whether you are paid weekly, bi-weekly or monthly.
4. _____ Current year Benefit letter providing full amount of gross periodic amounts received from Social Security, annuities, insurance policies, retirement funds, pensions, disability or death benefits and other similar types of periodic receipts.
5. _____ Child support and alimony: court document indicating the payment amount and/or DOR statement. If you do not receive child support provide a letter stating, that you are not receiving child support or complete the attached form.
6. _____ If you are self-employed you MUST provide a detail expense and income spreadsheet for the last 12 months and three months of business checking and savings accounts. Lyft, Uber, Doordash etc are considered self employed.
7. _____ Federal Tax Returns –2018, 2019, 2020 (NO STATE TAX RETURNS)
 - **NOTE:** Provide all pages that are submitted to the IRS. For example, if a Schedule C is submitted to the IRS and not part of your application, your application will be considered incomplete.
 - **NOTE:** If you have not filed tax returns, in the required years, you must submit a letter from the IRS verifying you have not filed. To obtain the letter submit form 4506-T, located at irs.gov, to the IRS and they will mail you the letter.
 - **NOTE:** If you are unable to locate your tax returns you can submit a transcript to of your tax return. To obtain a transcript complete Form 4506-T, located at irs.gov, and submit to the IRS.



8. _____ W2 and/or 1099-R Forms: 2018, 2019, 2020
- **NOTE:** If you are unable to locate your W2' and/or 1099's you can submit a transcript of your W2's/1099's. To obtain a transcript complete Form 4506-T, located at irs.gov, and submit to the IRS.
9. _____ Interest, dividends and other net income of any kind from real or personal property.
10. Asset Statement(s): provide **current** statements of all that apply, unless otherwise noted:
- _____ Checking accounts – Last **three (3)** months of statements – EVERY PAGE – FRONT AND BACK.
NOTE: If you have cash deposits or non payroll or income deposits you MUST identify where the funds have come from. If you fail to explain they will be counted as income, which may put you over the income limit.
NOTE: Do NOT provide a running transaction list of activity. You must provide the individual statements.
 - _____ Pre-paid debit card statements – current month.
NOTE: This is NOT your ATM/Debit card. This is usually a separate debit card statement showing income deposited directly onto the debit card, i.e. Social Security or other regular income.
NOTE: If Social Security payments are deposited on a Direct Express card it is your responsibility to provide proof. You can print a statement from the Direct Express website at <https://www.usdirectexpress.com/>.
 - _____ Saving accounts – last three months of full statements
NOTE: If you have cash deposits or non payroll or income deposits you MUST identify where the funds have come from. If you fail to explain they will be counted as income, which may put you over the income limit.
NOTE: Do NOT provide a running transaction list of activity. You must provide the individual statements.
 - _____ Revocable trusts
 - _____ Equity in rental property or other capital investments
 - _____ Investment accounts, including stocks, bonds, Treasury Bills, Certificates of Deposit, Mutual Funds, Money Market, Robinhood and all online accounts, etc.
 - _____ Retirement accounts, IRA, Roth IRA, 401K, 403B, etc for all current and past jobs
 - _____ Cash value of Whole Life or Universal Life Insurance Policy.
 - _____ Personal Property held as an investment
 - _____ Lump-sum receipts or one-time receipts
11. _____ Proof of current student status for dependent household members over age of 18 and full-time students. Letter from High School or College providing student status, full time or part time for current **and** next semester.
12. _____ A household may count an unborn child as a household member. The household must submit proof of pregnancy with the application, i.e. letter from doctor.



13. ____ If the applicant is in the process of a divorce or separation, the applicant must provide legal documentation the divorce or separation has begun or has been finalized. Information must be provided regarding the distribution of family assets. If you are unable to provide then both parties income/assets and first time homebuyer status will be used is determining eligibility.

14. ____ If you will be receiving a gift for down payment and/or closing costs whomever is providing the gift monies must provide a letter stating the gift amount. All applications will be checked for downpayment funds at time of application. We must see proof of those assets at time of application to be included in the lottery.

NOTE: If your deposit is cash and you have in your home you must deposit in your bank statement to show evidence of available funds.

We understand if we do not provide all applicable financial documentation and mortgage pre-approval we will not be included in the lottery. We also understand we will be notified after the application deadline that our application is incomplete and will not be included in the lottery.

Print Applicants Name(s): _____

Applicants Signature

DATE

Co-Applicants Signature

DATE



Return the following to MCO Housing Services:

1. Completed, signed and dated Application
2. Signed and dated Affidavit and Disclosure Form
3. Completed, signed and dated Required Personal Identification and Income Verification Documents Form
4. All required financial and other documentation for all household members 18 or older.
5. Special Accommodation information, if needed
6. Mortgage Pre-approval

**RETURN ALL, postmarked on or before the January 31, 2012 _____
application deadline to:**

MCO Housing Services, LLC

P.O. Box 372

Harvard, MA 01451

Overnight mailing address: 206 Ayer Road, Harvard, MA 01451

Phone: 978-456-8388

FAX: 978-456-8986

Email: lotteryinfo@mcohousingservices.com

TTY: 711, when asked 978-456-8388

NOTE: If you are mailing your application close to the application deadline, make sure you go into the Post Office and have them date stamp and mail. As I understand, mail that is sent to the central sorting facility use bar codes so we would have no idea when the application was mailed and it can take longer for MCO to receive. If we receive an application after the deadline that has a barcode it will be counted as a late application and will not be included in the lottery.

